



Development Process Review Workshop

Questions & Answers

Is it possible to lower costs or change formulas for permitting?

The City does evaluate our permit fees on an annual basis to see how we compare to other comparable communities as well as opportunities to adjust the fee structure. Staff also obtains feedback from contractors on what works in terms of formulas and what does not work.

In 2016, Inspections reviewed the Electrical and HVAC permit fees and reduced them for 2017 based upon researching comparable communities and getting feedback from contractors. Staff is currently reviewing the plumbing fee structure.

City Engineering is currently evaluating how erosion control and stormwater management deposits can be reduced at key completion points on a project. Staff is also reviewing the fee schedule.

Changes to any fee schedule would be adopted as part of the 2018 budget process.

Why do new businesses pay \$100 in a start-up fee to register with the City?

New businesses are not required to pay a start-up fee. The City does require a certificate of occupancy, sometimes referred to as an occupancy permit, when it is a new use, change of use or change of occupancy. The certificate of occupancy fee is \$85.

The reason for the certificate of occupancy: 1) Business uses are regulated by the zoning district in which they are located and not all business types fit into every zoning district. The certificate of occupancy documents when a new business has moved into a building to ensure it complies with the appropriate zoning district; 2) Occupancy of a building requires compliance with basic life safety and health requirements, such as proper exit lighting and running water. As part of the certificate of occupancy, the Inspector makes sure that these basic requirements are in place; 3) The certificate of occupancy provides important information for the City's Police and Fire Departments. In case of an emergency, it is important to have current and accurate contact information.

When does traffic engineering get involved?

There are some projects where sidewalk and/or street closures are needed during the course of construction. Attendees indicated it was unclear where this should be addressed in the process.

If sidewalk and/or street closures are known or anticipated for a project, this information should be included with the site plan submittal for discussion the site plan review meeting.

The City has modified the Site Plan Review Guide to include this information as part of the site plan submittal. The Site Plan Review Guide can be found through the link below.

https://www.fdl.wi.gov/cofuploads/Site_Plan_Review_Guide_2017_rev_7252017155643.pdf

If sidewalk and/or street closures are not known at the time of the site plan review, then contractors and consultants should contact City Engineer, Paul DeVries at 322-3473 when those needs have been identified so that the City can work with the contractor to accommodate the project.

Where does the Compliance Statement originate? (City or State requirement?)

The Compliance Statement, completed by a project architect, engineer or designer, is required by the State of Wisconsin Department of Safety and Professional Services. This is not a City requirement.

Section SPS 361.40 of the Administrative Code states:

COMPLIANCE STATEMENT. Prior to initial occupancy of a new building or addition, and prior to final occupancy of an alteration of an existing building, the supervising architect, engineer or designer shall file a written statement with the authority that issued plan approval certifying that, to the best of his or her knowledge and belief, construction of the portion to be occupied has been performed in substantial compliance with the approved plans and specifications.

There are two benchmarks listed for targets in the Surveying/Draining Plan. Which one should we use?

In some subdivisions, the master grading plan was designed in an elevation datum different than the current City datum. To clarify this, staff is adding a statement to the online map explaining this difference between the two (2) benchmarks. Any questions related to the benchmarks can be directed to City Engineering at (920) 322-3470.